
West Virginia Department of Education (WVDE)

Summer Food Service Program (SFSP)

Pre-Operational Visits

In accordance with the United States Department of Agriculture (USDA) Summer Food Service Program regulations at 7 CFR Part 225.7, the WVDE shall use the following procedures for SFSP pre-approval visits:

Pre-Operational visits

The State Agency shall conduct pre-approval visits prior to approval of:

- a. All sponsors which did not participate in the program in the prior year. However, if a sponsor is a school food authority and has been reviewed by the WCDE under the National School Lunch Program during the preceding 12 months, and had no significant deficiencies noted in that review, a pre-approval visit may be conducted at the discretion of the WVDE.
- b. All sponsors with noted [operational problems](#) from an Administrative Review in the prior fiscal year.
- c. All sites which the WVDE has determined need a pre-approval visit.
- d. Sponsors proposing to operate the SFSP during unanticipated school closures during a period from October through April (or at any time of the year in an area with continuous school calendar).

The WVDE Pre-Operational visit shall not be used as the sponsor pre-operational visit. The sponsor will need to conduct a site-level, pre-operational visit prior to the beginning of operations. For more information on sponsor pre-operational visits, go to: [Sponsor Monitor's Guide 2017 \(azureedge.us\)](#).

Nondiscrimination Statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g.,

Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

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